

# REVISED LAWS

# MINNESOTA

## 1905

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librarian and other necessary expense of caring for such library; which sum shall be apportioned, by the order, between such city and county. The owner shall retain the title and management of the library, appoint the librarian thereof, and make rules and regulations for its use; but no such rules shall restrict the access of public officials, thereto, unless the same are approved by a judge of the district court. The library shall be maintained by the owner in reasonable repair and efficiency, and upon his failure so to do the court may cancel any or all orders made hereunder, and require the library to be removed. The several officials of the city and county shall take all necessary steps for carrying out the provisions of this section, and all orders of the court made thereunder. ('03 c. 7)

See 1905 c. 108

## CHAPTER 34

### STATE PRINTING

**2265. Printing commission and state printer**—The auditor, treasurer, and secretary of state shall constitute a printing commission, of which the secretary of state shall be chairman. With the aid of a state printer appointed by said commission for such term, not exceeding three years, as it shall see fit, it shall have control of all printing and binding done under the provisions of this chapter, and of the distribution thereof. ('97 c. 269 ss. 1, 6)

**2266. State printer—Qualifications—Duties—Salary**—The state printer shall be a man experienced in the printing trade, and competent to keep the records and accounts of the commission. He shall be the custodian of all materials purchased by the commission for printing and binding purposes, and of all printed matter delivered to the state, and have charge of the distribution of both; keep an account of all such purchases and deliveries, showing the amount and cost thereof, and a record of the cost of all printing and binding done for the respective departments and officials of the state; supervise all such printing and binding, handle the copy therefor, and prepare indexes for the volumes of executive documents and the session laws; advise the commission touching the forms of advertisements and of contracts, and assist in the performance of all its duties. He shall be the clerk of said commission, keep a record of its proceedings, and carry out its lawful rules and directions. He shall receive an annual salary of twenty-one hundred dollars, payable monthly, out of the appropriations for state printing. ('97 c. 269 s. 6)

**2267. Classification—Separate contracts**—The state printing and binding is hereby divided into five classes, as follows, which shall be let in separate contracts to the lowest responsible bidder for each:

1. All bills for the senate and house of representatives, and all resolutions and other matters not in pamphlet or book form, that may be ordered printed by either or both houses, or by the officers of either.
2. The journals of the senate and house of representatives, including reports and other documents properly forming a part of such journals.
3. All other reports and documents ordered printed in pamphlet or book form by either branch of the legislature, or authorized or required by law to be so printed, including the volumes of executive documents and the legislative manual.
4. The laws and joint resolutions passed by the several legislative sessions.
5. All blanks, circulars, and stationery required by the legislative or executive departments, and all other necessary state printing not included in the foregoing classes nor otherwise provided for by law. (260)

**2268. Rules—Forms for bids, etc.**—The printing commission shall adopt rules for the orderly transaction of its business and for the government of contractors. So much of these as it may deem necessary, together with the classification provided for in § 2267, shall be printed upon blank forms and furnished to intending bidders. Said rules may prescribe the quality of work

and material desired, the maximum prices to be paid and the terms of payment, the form and amount of bonds required and the qualification of sureties, and contain such other regulations, not inconsistent with this chapter, as the commission shall deem proper. ('97 c. 269 s. 3)

**2269. Advertisements for bids**—In the first week of May, annually, said commission shall advertise, in at least one newspaper published in each of the five largest cities of the state, that at a time and place named, which shall be not earlier than thirty days after the date of publishing said advertisement, it will open all bids theretofore received for the state printing and binding to be done during the year beginning August 1 next ensuing. Said advertisement shall also give notice that blank forms for bids, with specifications and rules for the guidance of bidders and contractors, may be obtained from the public printer. ('97 c. 269 s. 2)

**2270. Form of bids—Award of contracts—Bonds**—All bids shall be submitted upon the forms so furnished, and conformably to the rules of the commission. None shall be considered unless accompanied by the prescribed bond, signed by the bidder and by sureties satisfactory to the commission, and conditioned for the execution and performance of all contracts awarded to the principal therein. Bids may be offered for any or all of the several classes, and two or more contracts may be awarded to one bidder. All contracts shall be let to the lowest bidder but any or all bids may be rejected for cause and new bids invited; all bids shall be opened publicly at the time and place advertised. If two or more satisfactory bids shall be equal in price, the contract shall be awarded equitably, so far as practicable, among the several bidders. If no ground for discrimination appear, the award shall be determined by lot. ('97 c. 269 ss. 3, 4)

**2271. Contracts and contractors' risks**—All such printing and binding shall be done within the state, and shall be delivered by the contractor to the state printer at the capitol, or at such other place in St. Paul as he shall name. Until so delivered, all work and materials, whether paid for or not, shall be at the contractor's risk, and, if damaged or destroyed, shall be by him replaced. No contract or order made or given by the printing commission shall bind the state to pay any sum in excess of the appropriations for printing and binding in the current year. ('97 c. 269 ss. 4, 5)

**2272. Documents of the third class**—The following documents may be published by the printing commission in the third class, and in such quantity and form as it shall direct; but, unless otherwise required by law, the commission may edit and condense any of them, or may decline to publish such as it shall decide may be omitted without injury to the state:

1. Annual or biennial reports of the secretary of state, auditor, treasurer, and attorney general, and such other matter as any of them, by virtue of his office, is required to publish.

2. All like reports of the insurance commissioner, superintendent of public instruction, public examiner, adjutant general, and state librarian.

3. All like reports of the bureau of labor, dairy and food commission, railroad and warehouse commission, board of pardons, board of control, and the commissioners of state parks.

4. The proceedings of the state agricultural and horticultural societies, of the state educational association, and of the department encampment of the Grand Army of the Republic, the annual reports and publications of the state historical society, and the Minnesota farmers' institute annual. ('97 c. 269 s. 8; '01 c. 205; '03 c. 203) See 1905 c. 224

**2273. Other reports, how published, etc.**—All reports of state boards, commissions, and officials not enumerated in § 2272, and all printing and binding necessary for state purposes and not furnished by the printing commission, may be published or procured by such bodies or officials, respectively, and be paid for out of the appropriations made for their support; but the form of such publications shall be uniform with those of the printing commission. ('97 c. 269 s. 8; '01 c. 205; '03 c. 203)

**2274. Legislative manual—Standing appropriation—**The secretary of state shall prepare, for use at each regular legislative session, a convenient manual, properly indexed, and containing: The federal and state constitutions; the acts of Congress relating to the organization of the territory and state; the rules of order and joint rules of the two houses, and lists of their members, committees, and employees; the names of all state officials, whether elected or appointed, and of all persons holding office from this state under the national government, including postmasters appointed by the President; the places where said several officials reside, and the annual compensation of each; and statistical and other information of the kind heretofore published in the legislative manuals. There is hereby biennially appropriated out of any money in the state treasury not otherwise appropriated, belonging to the general fund, the sum of one thousand dollars, to be drawn on the order of the secretary of state for the compilation and editorial labor on the legislative manual, including the making of proper indexes and proof reading of the same. (290; '97 c. 269 s. 9; '03 c. 176)

**2275. Same, how distributed—**Twenty thousand copies of said manual shall be printed and distributed as follows:

1. Fifty copies to the president of the senate and to each member of the legislature, and fifty to the state historical society.

2. Five to the state university.

3. Three to the state library.

4. Two to each of the following: The library of Congress, the Minnesota soldiers' home, the state normal schools, the state high schools, the public academies, seminaries, and colleges of the state, and the free public libraries thereof.

5. One to each of the following: The state institutions not hereinbefore mentioned, the elective state officers, the appointed heads of departments, the officers and employees of both houses of the legislature, the supreme and district court judges, the senators and representatives in Congress from this state, and the several county auditors.

6. To each county superintendent of schools, one copy for each school district in his county.

7. There shall be retained, for distribution to members of the next succeeding legislature, two hundred and seventy-five copies, and the remainder may be disposed of as the printing commission shall deem best. ('01 c. 133)

**2276. Publication of session laws—**As soon as practicable after the adjournment of each legislative session, the laws and joint resolutions passed thereat shall be published by the printing commission in the general form heretofore adopted, with suitable indexes, headlines, and marginal notes. Unless otherwise prescribed by law, the number of copies, and the manner and terms of disposing of the same, shall be determined by the commission; provided, that one hundred copies shall be assigned to the state university for the use of its law library; and, if the legislature shall appropriate money for the publication of such session laws in the newspapers, the commission shall apportion the same equitably among such qualified newspapers as may make publication thereof within a time and in a manner by it directed or approved.

**2277. Treasurer's report, how published—**Conformably to sec. 11, art. 9, of the constitution, the annual report of the state treasurer shall be printed in the volume of session laws mentioned in § 2276, and also in one issue of a daily newspaper published at the seat of government and designated by the printing commission. ('97 c. 269 s. 11)